



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

October 5, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON PLACEMENT OF DEPARTMENT OF PUBLIC WORKS CUSTODIAL STAFF (RESPONSE TO ITEM 24-B, AGENDA OF AUGUST 25, 2009)

On August 25, 2009, acting on a motion by Supervisor Ridley-Thomas, your Board directed the following actions related to the custodial program at the Department of Public Works headquarters building:

1. Instruct the Directors of Public Works and Internal Services to move forward with the hybrid model, maintaining County staff for daytime custodial services and contract out for night custodial services; and to consolidate custodial services from the Department of Public Works (DPW) to the Internal Services Department (ISD);
2. Instruct the Chief Executive Officer and Director of ISD to establish a labor/management initiative aimed at reducing costs, increasing efficiency, and improving the quality of ISD's in-house custodial services; and report back to your Board on the progress of the initiative no later than March 1, 2010; and
3. Instruct the Chief Executive Officer and Director of ISD to ensure all impacted staff currently working at DPW are placed in comparable positions, and report back to your Board on a monthly basis.

This memo provides the first monthly report on item #3 of the above regarding the placement of existing DPW temporary custodial staff into permanent positions at ISD or elsewhere in the County.

As per your Board's direction, the budgetary actions needed to accomplish this transfer were included in the Supplemental Budget recommendations approved by your Board on September 22, 2009. In addition, the following actions were completed or initiated during the past month:

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- The Department of Human Resources (DHR) conducted an Open Competitive examination for custodians. All 27 of the DPW temporary custodian employees applied for the exam and have now been placed on a certification list.
- ISD has interviewed 26 of the 27 DPW temporary custodial staff, and will interview the one remaining employee as soon as this can be scheduled. This employee was only recently placed on the certification list,
- 22 of the employees have cleared the LiveScan background check. The remaining five are either pending results from the California Department of Justice (DOJ), or are pending receipt and review of court records and job suitability determination.
- ISD currently only has 22 vacant budgeted custodial positions and will not be able to hire all of the DPW custodians. DHR is currently working with other departments to place the remaining five custodians that are not placed by ISD. Specifically, DHR is working with the Department of Health Services (DHS), Probation and Sheriff Department (Sheriff) regarding these placements. To date, DHS and Sheriff have agreed to interview for possible placement of two employees in each department. DHR will continue to work with departments until all five custodians are placed.
- Representatives from this Office, ISD, DPW, DHS and DHR met to discuss transition issues, and agreed that December 1, 2009, will be the target transfer date. This will allow time for the custodial contractor to assemble the personnel needed to perform the night services, and for ISD to complete the background checks of the remaining employees that have not yet cleared the process. However, the December 1 target date is subject to change if the transfer is feasible at an earlier date.

We will provide your Board with another status report in late October. If you have any questions, please contact Ellen Sandt at (213) 974-1186, or esandt@ceo.lacounty.gov.

WTF:EFS:LS

TT:JJ:ef

c: Sheriff
Executive Officer, Board of Supervisors
Director of Internal Services
Director of Public Works
Director of Health Services
Acting Director of Personnel